Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.

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Board of Trustees Study Session and Meeting

Monday, February 8, 2021
4 pm to 6 pm

Zoom Link
Meeting ID: 856 3275 2682
Passcode: 119075
Phone: 253-215-8782

Study Session

- Guided Pathways
  Dr. Ruby Hayden
- Tenure Process Review
  Dr. Suzanne Ames
- Board Retreat planning
  Dr. Amy Morrison

Board of Trustees Meeting

- Roll Call
  Anne Hamilton
- Consent Calendar:
  - Approval of Agenda
  - Minutes, January 11, 2020
  Anne Hamilton

General Discussion

Public Comments: Individuals may sign in for public comment, limited to 3 minutes each¹
Anne Hamilton

- Transforming Lives
  Dr. Amy Morrison
  Monica Shoemaker

Action Item 1062: Transforming Lives Resolution

Introduction of New Employees
Dr. Amy Morrison

¹Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
Reports to the Board

Associated Student Government  
Presdent  
Board Chair Update  
Trustees Activities Update  
Foundation Liaison Update  
Financial Summary  
Federation of Teachers  
Federation of Classified Staff  
Administration

Action Items

Item 1063: Land Acknowledgement adoption  
Item 1064: Temporary Lift of Vacation Accrual Limit  
Item 1065: 2020 – 2023 Mission Fulfillment Plan

Executive Session

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110, which may include:

1. To evaluate the performance of a public employee(s)
2. To discuss with legal counsel representing the agency litigation matters
3. To discuss and consider real estate acquisition
4. To plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or review the proposals made in the negotiations or proceedings while in progress.

Action from the Executive Session may be taken in Regular Session, if necessary, as a result of items discussed in the Executive Session.

Adjournment
Study Session
Vice President of Administrative Services Bruce Riveland introduced Ross Whitehead, Brenda Misel, and Ariel Bernfeld of Schreiber, Starling and Whitehead, LLC. Mr. Whitehead presented on current and updated information for the college’s Center for Design, as well as some renderings of an initial design for the building and surrounding grounds. Discussion ensued regarding design and permitting details.

Executive Director of Equity, Diversity, and Inclusion Robert Britten presented the LWTech Land Acknowledgement and described its purpose as an option for continuing to dismantle systemic racism. Discussion ensued regarding types of acknowledgement on campus and intentions of the acknowledgement. Board members discussed framework and use of the acknowledgement in meetings. The Board requested that the Land Acknowledgement be added to a future Board agenda as an action item in February.

President Morrison continued the conversation by opening a discussion with the Board on areas of Equity, Diversity, and Inclusion on which they might wish to receive training. Discussion ensued regarding opportunities and topics for additional trustee training.

The study session was adjourned at 5:07 p.m. for a 5-minute break.

The meeting was called to order at 5:11 p.m.

Roll Call

Board of Trustees:
Anne Hamilton (Chair)          Laura Wildfong          Lynette D. Jones
Bob Malte (Vice Chair)         Darrell Mitsunaga      Derek Edwards (AAG)

LWTech Faculty, Staff, Students, and Community Members:
Dr. Amy Morrison               Meena Park             Tuan Dang
Dr. Suzanne Ames               Bruce Riveland         Doug Emory
Robert Britten                 Leslie Shattuck        Sara Gonzalez
Cathy Copeland                 Elisabeth Sorensen     Katie
Elsa Gossett                   Greg Bem                Michael Richmond
Dr. Ruby Hayden                Cicilia Fidelis Campos Dr. Aparna Sen
Chris McLain                   Vicki Chew              Sheila Walton
                                  Lauren Cline         Stacy Woodruff
Consent Calendar: The calendar that included the December 14, 2020 meeting minutes was approved by consent.

Reports

Associated Student Government (ASG) Student Report:
Representative Cicilia Campos reported on various ASG activities in December, including ASG priorities for the legislative session (see report attached to the minutes).

President Amy Morrison reported:
- President Morrison thanked Cicilia Campos and Sara Gonzalez for participating in legislative calls this week and representing students very well.
- We held an all-college session in December with Executive Director Robert Britten and Melia LaCour on Microaggressions.
- We also held an all-college feedback session on the Mission Fulfillment Plan, and we are working to integrate that feedback with Cabinet later this week.
- During the December In-service, we ended with a session on intentional self-care.
- The governor’s budget proposals came out and we were surprised and pleased about the size of the capital budget proposal.
- The governor’s operating budget proposal contains several problematic issues, specifically relating to furloughs, COLAs, and healthcare cuts.
- December activities included:
  o Rep. Vandana Slatter is new House Higher Education chair
  o Second stimulus package included an increase in one-time funding to higher ed institutions, possibly up to 50% more to us than we received in the CARES Act. Provides opportunity to even out budget, make investments, buffer state cuts, etc. We should have more specifics in February.
- January activities included:
  o Reconfigured the start of winter quarter to avoid COVID impacts post-break
  o Two days of stellar In-service training sessions:
    ▪ Robert Britten and Ha Nguyen from SBCTC
    ▪ Amy’s Welcome Update
    ▪ Dr. Kira Mauseth, DOH Behavioral Health Strike Team
- Set up meetings with legislators and included campus constituents (ASG, AFT, Classified, and Chair Hamilton). Our tradition of collaborative discussion was well represented.
- College presidents were invited to attend a session with Governor Inslee to discuss the capital budget and operating budget.
- SBCTC has asked President Morrison to testify in both the House and Senate about our Center for Design and the importance to our college and community.
Discussion ensued regarding requirements for student vaccinations. President Morrison responded regarding the Cabinet process for looking at these and other questions brought forward by the campus.

**Board Chair:** Chair Hamilton reported on her legislative priorities during last week’s calls; the excellent work by President Morrison and Executive team, the needs for capital improvements, and the impact of being Campus Zero. Chair Hamilton appreciated the opportunity for herself and Trustee Wildfong to participate in two of the Inservice Training Sessions on DEI last week.

**Foundation Update:** Trustee Wildfong reported that money continues to come in for the Foundation’s fundraisers, at this point over $334k. The Foundation plans to award up to $200k in scholarships. The Foundation also plans to honor Diane Haelsig at the January Foundation Board Meeting.

**Financial Summary:**
Vice President Riveland reported on current college finances.

**Federation of Teachers:**
Greg Bem reported the legislative agenda for AFT included investment in colleges to support faculty and continue established investments, focusing on the operating budget; funding nursing and high-demand faculty positions, and recognizing faculty as being pivotal in DEI work. February 15th is AFT Lobby Day; faculty will be joining legislators to discuss their priorities. AFT anti-racism task force will be analyzing a survey to discover ways to integrate with the college’s efforts and also prepare faculty-specific ways to continue DEI work.

**Executive Cabinet:**
Reports from Executive Cabinet were included in the meeting packet. Trustees did not have any additional questions for Cabinet members.

President Morrison brought up the upcoming tenure class for March, and trustees agreed that options should be looked at to provide assistance for managing the number of tenure candidates brought forward at any given meeting.

No actions were taken.

Chair Hamilton adjourned the meeting at 5:57 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Associated Student Government Board of Trustees Report December 2020

**Updates:**

Before holiday break, the ASG team actively participated in the CTC legislative canvas shell. As part of phase III CTC legislative agenda development, student leaders evaluated and voted on the 11 platforms students throughout the state developed. The final agenda represents the issues Washington State Community & Technical College students have identified as our highest priorities for advocacy during the current year:

- Increase college affordability and financial assistance for CTC students
- Increase Resources for Mental Health Counseling
- Expanding the working child connection care program

The team is honored to advocate for the LWTech’s student community. Civic engagement is a vehicle which helps voices be heard and this is one reason we were chosen to be student leaders.

Aside from legislative work, we also had a “fall quarter snapshot” reflection meeting with Dr. Sheila Walton. The group reflected on fall quarter work and developed winter quarter goals. Overall, the group did accomplish many things, to the surprise of our group because virtual work doesn’t make you feel like you’re doing anything. Those meetings are always profitable and create a positive impact on ASG team. The officers had the opportunity to develop work group and leadership competencies. This reflection was shared with Dr. Ruby Hayden.

**Projects:**

The team have focus on developing strategies and promoting events that better represent students during remote operation. In January, the officers are promoting the Mental Health week to encourage and spread awareness on mental, emotional, and physical health. It is a great start to engage students in the activities for the winter quarter!

**Events and Activities:**

Every Tuesday—Workforce Funding Info Zoom Session
Every Tuesday—ASG Weekly Meeting
Every Wednesday—ASG Weekly Study Session
Every Thursday—English Conversation

December:
09—Transfer Workshop: WGU
14—Board of Trustees meeting
16—Voting legislative platform CTC Canvas

**Upcoming Events:**

ASG Eboard will meet Tuesdays from 1:00 pm – 2:30 pm

January:
5-8—Meetings with WA Representatives
6—Virtual Orientation Panel
12—Welcome (back) to Winter Quarter!
20—Drawing Class with a Marvel Comic Book Artist
25—29—“Selfie-care” week
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
BOARD OF TRUSTEES

2021 LWTech Transforming Lives Award
Monica Shoemaker

WHEREAS, Lake Washington Institute of Technology offers students the opportunity to pursue their career and educational goals to create a rewarding future for themselves and their families; and,

WHEREAS, education not only gives students the opportunity to achieve their goals but also allows them to learn more about their personal gifts, innate strength, and ability to persevere, succeed, and transform their lives; and,

WHEREAS, Monica Shoemaker was proudly and unanimously nominated by the Lake Washington Institute of Technology Board of Trustees as the 2021 LWTech nominee for the Washington Association of College Trustees’ Transforming Lives Award; and,

WHEREAS, Monica is being recognized as the Lake Washington Institute of Technology Transforming Lives Award recipient for her success in transforming her life through education at Lake Washington Institute of Technology; and,

WHEREAS, Monica Shoemaker was recognized at the Washington Association of College Trustees’ Transforming Lives Award ceremony in January 2021; and,

WHEREAS, Monica’s success symbolizes the accomplishments of all students at Lake Washington Institute of Technology, many of whom, like Monica, have overcome difficult situations to attain their educational goals; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees commends Monica on her perseverance, strength, courage, and hope, and dedication to her educational goals.

ADOPTED by the Board of Trustees at a regular meeting on February 8, 2021.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
DISTRICT 26 BOARD OF TRUSTEES

Anne Hamilton, Chair

Robert Malte, Vice-Chair

Lynette Jones, Trustee

Darrell Mitsunaga, Trustee

Laura Wildfong, Trustee

Attest: __________________________
Dr. Amy M. Morrison, President
January Is a Powerful Symbolic Fresh Start.

The ASG team began winter quarter with student orientation and virtual welcome back events where our Officers participated as panelists. We shared experiences, answered a variety of questions, and encouraged students to inform themselves as much as possible about the several academic opportunities LWTech offers. The beginning of the quarter was also a time for planning. The ASG team programmed activities and events for the first months of winter quarter.

Civic Engagement.

ASG Officers met with Senators and Representatives to talk about the issues Washington State Community & Technical College students have identified to advocate as high priorities. We asked for support on bills regarding college affordability, resources for mental health counseling, and expansion of the working child connection care program. In addition to civic engagement activities, students also attended sessions hosted by CUSP to prepare student leaders for legislative advocacy week, where helpful insight on how to communicate with our representatives was presented.

Social Media and Events.

From January 25 to 29, Officers promoted a mental health week to encourage and spread awareness on mental, emotional, and physical health. We created a bingo activity and the students who participated were received bookstore gift cards. It was a great start to engage students in the activities for the winter quarter!

Projects.

Officers are working on creating a podcast to discuss issues impacting students. We want to create a more welcoming space for students and are excited to bring on guests to discuss different student experiences. This work is ongoing.

For our social media events we are sponsoring an eating disorders campaign, during this week, we will release informative posts to share on our social media platforms. We are finding ways to incorporate this event into the programs at our school.

Student Programs Events and Activities:

Every Monday 2 pm RISE Center Drop in Hours
Every Tuesday 1 pm ASG Weekly Meeting
Every Thursday English Conversation
Jan 5—8 Meetings with Representatives
Jan 6 Virtual Orientation Panel
Jan 12 Welcome (back) to Winter Quarter!
Jan 18 Dr. Martin Luther King Jr. holiday
Jan 20 Drawing Class - Marvel Comic Book Artist
Jan 21 MLK Day trivia
Jan 25—29 ASG’s Mental Health Week

Upcoming Student Programs February Events:

Feb 1—5 Legislative Advocacy Week
Feb 2 PTK Chapter Meeting
Feb 3 LGBTQ + Allyship 101: Student Training
Feb 5 Transfer Workshop: WGU
Feb 9 The Emotion of Disaster training
Feb 10 Lunar New Year: A book reading with Grace Lin
Feb 16 Food for Thought: Political Polarization
Feb 17 Virtual Escape Room
Feb 23 Mariah Parker: Civic Engagement for Equity
Feb 22—26 ASG’s Eating Disorder Campaign

Student Programs Online

LWTech.edu/ASG
LWTech.edu/CampusLife
LWTech.edu/RISE
LWTech.edu/Admissions/Veteran-Services
LWTech.edu/StudentPrograms
Attached are the following financial reports:
1. Statement of Revenue and Expenditures by Fund Source
2. Statement of Revenue and Expenditures and Fund Balance
3. Budget Status – Operating Budget by Fund Source

Summary Report:

- The College is at the midpoint of the fiscal year (50%). As of this time, we remain cautious regarding the financial outlook for the year. Enrollments for Fall Quarter ended down 15% from the prior year, near the state average for enrollment decline. Tuition revenues for Summer and Fall Quarters are 14% below last year, however they match the revised budget with 50.3% of the budgeted tuition collected at mid-year. At this time, given the enrollment trends, the budget outlook remains cautious moving forward as we now will monitor enrollments for Winter Quarter.

- For year to date, revenues total approximately $22.3M, down 5.1% from the prior year. This is due to lower tuition collection and financial aid reimbursement. Expenditures total approximately $25.3 M, up 1.4% from the prior year. The increase is due to costs related to remote operations.

- For all funds, expenditures exceed revenues by approximately $3M. This is due to a lag in $3M in Financial Aid reimbursement. For the general and self-supporting funds, expenditure exceed revenue by approximately $99,000. This is primarily due to a shortfall in revenue collections in short term rentals, shop fees, and student fees.

- As of December 31, the College has a total fund balance for all funds of approximately $5.2M inclusive of restricted Cares Act funds. The general operating reserve totals approximately $4.4M, a $700,000 (14%) decrease compared to the same period last year.

- For the general fund budget, expenditures total approximately $14.27M, up 5.6% from the prior year. This reflects retirement incentives, increases in unemployment costs and more spending on equipment and licenses necessary to operate classes remotely.

- For self-supporting fund activities, expenditures total approximately $1.73M while revenues total approximately $1.89M. As of December 31, revenues exceed expenditures by approximately $165,000. There are no areas of concern at this time.
## REVENUES

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<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>% Received</th>
<th>Prior Year as of 12/31/20</th>
<th>Difference</th>
<th>% Change</th>
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<td>10,807,284</td>
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<td>9,395,267</td>
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<td>0</td>
<td>0</td>
<td>0%</td>
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<td>47.01%</td>
<td>1,695,532</td>
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<td>Grants &amp; Contracts</td>
<td>8,771,532</td>
<td>3,987,793</td>
<td>4,783,739</td>
<td>45.46%</td>
<td>3,458,466</td>
<td>529,327</td>
<td>15.31%</td>
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<td>522</td>
<td>Student Activities</td>
<td>1,170,000</td>
<td>568,972</td>
<td>603,028</td>
<td>48.46%</td>
<td>217,115</td>
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<td>(511,448)</td>
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<tr>
<td>569</td>
<td>Food Service</td>
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<td>0</td>
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<td></td>
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<td>570</td>
<td>Enterprise Activities</td>
<td>860,850</td>
<td>263,122</td>
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<td>534,390</td>
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<td>Subtotal</td>
<td>52,034,480</td>
<td>22,173,225</td>
<td>29,861,255</td>
<td>42.61%</td>
<td>23,367,724</td>
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<td>Subtotal</td>
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<td>147,045</td>
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<td>42.65%</td>
<td>23,514,769</td>
<td>(1,200,876)</td>
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## EXPENDITURES

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<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Expended to Date</th>
<th>Balance</th>
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<td>3,393,576</td>
<td>238,332</td>
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<td>96</td>
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<td>760</td>
<td>(858)</td>
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<td>Food Service</td>
<td>0</td>
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<td>570</td>
<td>Enterprise Activities</td>
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<td>432,263</td>
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<td>428,593</td>
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<td>24,964,856</td>
<td>349,423</td>
<td>1.40%</td>
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<tr>
<td></td>
<td>Total Revenue Over/under Expend</td>
<td>1,627,011</td>
<td>(3,000,387)</td>
<td></td>
<td></td>
<td></td>
<td>(1,450,087)</td>
<td></td>
</tr>
</tbody>
</table>

---

**Statement of Revenue and Expenditures by Fund Source**

*LAKE WASHINGTON INSTITUTE OF TECHNOLOGY*

*for month ended December 31, 2020*

**FY2020-21**

---

*Monthly Financial Statement December 2020 BOT* 2/1/2021
# LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Statement of Revenue and Expenditures and Fund Balance

for month ended December 31, 2020

<table>
<thead>
<tr>
<th>Fund Balance</th>
<th>Year-to-Date Revenue</th>
<th>Year-to-Date Expenditure</th>
<th>12/31/20 Balance</th>
<th>12/31/19 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001 State Allocations</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>0</td>
<td>10,271,446</td>
<td>10,271,446</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>149 Tuition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2,385,935)</td>
<td>3,633,207</td>
<td>4,007,285</td>
<td>(2,760,014)</td>
<td>(1,929,630)</td>
</tr>
<tr>
<td>Other/Investment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>109,132</td>
<td>109,132</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2,385,935)</td>
<td>3,742,339</td>
<td>4,007,285</td>
<td>(2,650,882)</td>
<td>(1,929,630)</td>
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<tr>
<td>148 Local Dedicated Funds</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2,314,341</td>
<td>1,899,913</td>
<td>1,744,595</td>
<td>2,469,659</td>
<td>2,194,301</td>
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<tr>
<td>145 Grants &amp; Contracts</td>
<td></td>
<td></td>
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<tr>
<td>4,806,128</td>
<td>3,987,793</td>
<td>3,631,908</td>
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<td>3,276,435</td>
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<tr>
<td>522 Student Activities</td>
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<td></td>
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<tr>
<td>1,142,262</td>
<td>566,972</td>
<td>388,880</td>
<td>1,320,354</td>
<td>1,733,189</td>
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<tr>
<td>524 Bookstore</td>
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<tr>
<td>311,859</td>
<td>(240)</td>
<td>(533)</td>
<td>312,152</td>
<td>286,831</td>
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<tr>
<td>528 Facilities/Safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,405</td>
<td>28</td>
<td>(98)</td>
<td>1,531</td>
<td>7,726</td>
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<tr>
<td>569 Food Service</td>
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<td></td>
</tr>
<tr>
<td>(339)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(271,491)</td>
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<tr>
<td>570 Enterprise Activities</td>
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<td></td>
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<tr>
<td>(271,046)</td>
<td>263,122</td>
<td>432,263</td>
<td>(440,187)</td>
<td>82,392</td>
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<tr>
<td>846/849/850/860 Financial Aid</td>
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<td></td>
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</tr>
<tr>
<td>594,796</td>
<td>1,441,853</td>
<td>4,714,243</td>
<td>(2,677,593)</td>
<td>(920,134)</td>
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<tr>
<td><strong>Total Operating</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6,513,472</td>
<td>11,901,779</td>
<td>14,918,543</td>
<td>3,497,046</td>
<td>4,461,618</td>
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<tr>
<td>440 Central Stores</td>
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<tr>
<td>13,376</td>
<td>1,506</td>
<td>1,011</td>
<td>13,871</td>
<td>14,631</td>
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<tr>
<td>448 Printing/Copying</td>
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<tr>
<td>493,950</td>
<td>11,331</td>
<td>115,782</td>
<td>389,498</td>
<td>471,146</td>
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<td>840 Agency</td>
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<tr>
<td>69,687</td>
<td>127,831</td>
<td>7,497</td>
<td>190,021</td>
<td>136,739</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>577,013</td>
<td>140,667</td>
<td>124,290</td>
<td>593,390</td>
<td>622,515</td>
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<tr>
<td><strong>Total All Operating Funds</strong></td>
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<td></td>
</tr>
<tr>
<td>7,090,484</td>
<td>22,313,892</td>
<td>25,314,280</td>
<td>4,090,435</td>
<td>5,084,134</td>
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<tr>
<td><strong>General Operating Reserve</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5,283,740</td>
<td></td>
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<td>4,478,854</td>
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<tr>
<td>% of Operating Budget as of 11/30/20</td>
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<td>13.90%</td>
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<tr>
<td><strong>General Operating Reserve</strong></td>
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<td></td>
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<tr>
<td>4,833,891</td>
<td></td>
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<tr>
<td><strong>Target</strong></td>
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</tr>
<tr>
<td>15%</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: BA1203/1204; GA 1332;
## General Funds 001/149

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/ Encumbered</th>
<th>Prior Year to Date</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$18,954,520</td>
<td>$18,545,704</td>
<td>$9,259,937</td>
<td>$9,950,000</td>
<td>$ (664,233)</td>
<td>$8,368,856</td>
<td>10.65%</td>
</tr>
<tr>
<td>Benefits</td>
<td>6,394,587</td>
<td>6,434,724</td>
<td>3,196,605</td>
<td>3,283,500</td>
<td>(45,381)</td>
<td>3,029,553</td>
<td>5.51%</td>
</tr>
<tr>
<td>Goods &amp; Services*</td>
<td>2,788,867</td>
<td>2,688,634</td>
<td>1,377,066</td>
<td>1,344,317</td>
<td>(32,749)</td>
<td>1,507,799</td>
<td>-8.67%</td>
</tr>
<tr>
<td>Equipment</td>
<td>455,006</td>
<td>335,006</td>
<td>253,068</td>
<td>167,503</td>
<td>(85,565)</td>
<td>146,509</td>
<td>72.73%</td>
</tr>
<tr>
<td>Travel</td>
<td>17,550</td>
<td>17,550</td>
<td>3,694</td>
<td>8,775</td>
<td>5,081</td>
<td>53,920</td>
<td>-93.15%</td>
</tr>
<tr>
<td>Grants, Client Services</td>
<td>790,442</td>
<td>790,442</td>
<td>225,956</td>
<td>169,265</td>
<td>78.59%</td>
<td>415,335</td>
<td>-45.60%</td>
</tr>
<tr>
<td>HS Academy Transfer</td>
<td>(1,305,204)</td>
<td>(1,217,204)</td>
<td>(9,406)</td>
<td>(608,602)</td>
<td>(599,196)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>International Prog. Transfer</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(305,708)</td>
<td>(405,708)</td>
<td>(28,189)</td>
<td>-</td>
<td>(377,519)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$27,790,060</strong></td>
<td><strong>$27,189,148</strong></td>
<td><strong>$14,278,731</strong></td>
<td><strong>$14,540,714</strong></td>
<td><strong>(1,630,297)</strong></td>
<td><strong>$13,521,972</strong></td>
<td><strong>5.60%</strong></td>
</tr>
</tbody>
</table>

### Revenue Category

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>% Expended/ Encumbered</th>
<th>Prior Year to Date</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Allocations</td>
<td>$19,847,777</td>
<td>$21,078,730</td>
<td>$10,271,446</td>
<td>-</td>
<td>$10,807,284</td>
<td>$9,395,267</td>
<td>9.33%</td>
</tr>
<tr>
<td>Tuition</td>
<td>7,463,250</td>
<td>7,222,500</td>
<td>3,633,207</td>
<td>3,589,293</td>
<td>-</td>
<td>4,237,580</td>
<td>-14.26%</td>
</tr>
<tr>
<td>Investment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>259,133</td>
<td>259,133</td>
<td>109,132</td>
<td>-</td>
<td>150,001</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$27,570,160</strong></td>
<td><strong>$28,560,363</strong></td>
<td><strong>$14,013,785</strong></td>
<td><strong>$14,546,578</strong></td>
<td><strong>49.07%</strong></td>
<td><strong>$13,632,847</strong></td>
<td><strong>2.79%</strong></td>
</tr>
</tbody>
</table>

**Revenue Over (Under) Expenditures** | **$219,900** | **$1,371,215** | **$264,946** | **$110,875**
## Budget Status - Operating Budget FY20-21
for month ended December 31, 2020

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Approved Budget</th>
<th>Adjusted Budget</th>
<th>Actual to Date</th>
<th>Projected</th>
<th>Balance</th>
<th>Encumbered</th>
<th>Actual to Date</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$1,366,495</td>
<td>1,464,976</td>
<td>$786,422</td>
<td>$669,186</td>
<td>$9,368</td>
<td>99.36%</td>
<td>$695,605</td>
<td>13.06%</td>
</tr>
<tr>
<td>Benefits</td>
<td>537,564</td>
<td>572,439</td>
<td>260,493</td>
<td>254,291</td>
<td>57,655</td>
<td>89.93%</td>
<td>260,381</td>
<td>0.04%</td>
</tr>
<tr>
<td>Goods &amp; Services</td>
<td>2,149,221</td>
<td>1,716,200</td>
<td>662,277</td>
<td>553,374</td>
<td>500,549</td>
<td>70.83%</td>
<td>635,213</td>
<td>4.26%</td>
</tr>
<tr>
<td>Equipment</td>
<td>81,004</td>
<td>78,004</td>
<td>74,498</td>
<td>16,797</td>
<td>(13,291)</td>
<td>117.04%</td>
<td>177,615</td>
<td>-58.06%</td>
</tr>
<tr>
<td>Travel</td>
<td>5,300</td>
<td>5,300</td>
<td>-</td>
<td>-</td>
<td>5,300</td>
<td>0.00%</td>
<td>6,276</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Grant/Client Services</td>
<td>0</td>
<td>-</td>
<td>5,691</td>
<td>3,061</td>
<td>(8,752)</td>
<td>84.89%</td>
<td>3,078</td>
<td>-58.06%</td>
</tr>
<tr>
<td>Transfer of Charges</td>
<td>(20,980)</td>
<td>(20,980)</td>
<td>(57,415)</td>
<td>-</td>
<td>36,435</td>
<td>273.67%</td>
<td>-</td>
<td>-38.63%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$4,118,604</td>
<td>$3,815,939</td>
<td>$1,731,966</td>
<td>$1,496,709</td>
<td>$587,264</td>
<td>84.61%</td>
<td>$1,778,168</td>
<td>-2.60%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Inst. Program Fees</td>
<td>$1,194,030</td>
<td>$1,194,030</td>
<td>$614,890</td>
<td>$579,140</td>
<td>51.50%</td>
<td>$759,455</td>
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<tr>
<td>Inst. Ancillary Rev.</td>
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<td>139,880</td>
<td>447,555</td>
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<tr>
<td>Testing</td>
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<td>25,000</td>
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<td>9,495</td>
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<td>16,770</td>
<td>-7.54%</td>
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</tr>
<tr>
<td>Other Fees &amp; Income</td>
<td>2,234,329</td>
<td>2,235,270</td>
<td>1,127,637</td>
<td>1,107,633</td>
<td>50.45%</td>
<td>1,290,304</td>
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<td></td>
</tr>
<tr>
<td>Excess Enrollment Tuition &amp; Fees</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$4,037,934</td>
<td>$4,041,735</td>
<td>$1,897,912</td>
<td>$-</td>
<td>$2,143,823</td>
<td>46.96%</td>
<td>$2,294,442</td>
<td>-17.28%</td>
</tr>
<tr>
<td>Total Revenue over Expend.</td>
<td>$ (80,670)</td>
<td>$225,796</td>
<td>$165,946</td>
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<td>$516,274</td>
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<td>211</td>
<td>Budget</td>
<td>000</td>
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<tr>
<td>Salaries</td>
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<td>18,545,704</td>
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<td>1,464,976</td>
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</tr>
<tr>
<td>Benefits</td>
<td>3,196,605</td>
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<td>260,493</td>
<td>0</td>
<td>6,434,724</td>
<td>0</td>
<td>572,439</td>
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</tr>
<tr>
<td>Goods &amp; Services</td>
<td>1,377,066</td>
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<td>662,277</td>
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<td>2,688,634</td>
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<tr>
<td>Travel</td>
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<td>0</td>
<td>17,550</td>
<td>0</td>
<td>5,300</td>
<td>0</td>
</tr>
<tr>
<td>Grants, Client Services</td>
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<td>5,691</td>
<td>0</td>
<td>790,442</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Program Supplies/Services</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>HS Academy</td>
<td>(9,406)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(1,217,204)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>International Traf</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer of Charges</td>
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<td>(57,415)</td>
<td>0</td>
<td>(405,708)</td>
<td>0</td>
<td>(20,980)</td>
<td>0</td>
</tr>
</tbody>
</table>

14,278,731 | 0 | 945,544 | 0 | 27,189,148 | 0 | 3,815,939 | 0 | 0 | 0 | 0 |
Report to Board of Trustees

Board Meeting Date: 2/8/2021

Reporter: Heidi Davis

Department: Classified Staff

NEW ACTIVITIES

Classified Staff Winter Update: January 2021
Classified Staff held our elections for the term of January 2021 through December 2022 for Classified Executive Board, Board member have been voted in and signed their Oath of office in the month of January.

- Heidi Davis – President
- Tara Wend-Barbour – Vice President
- Florena Gouacide – Secretary
- Cindy Chalmers – Member at Large
- Tami Berti – Member at Large
- Judy Mattson – Interim Treasurer

Fall and the start of Winter quarter was a little rough in terms of losing employees, whether it was through the RIF process or employees moving on to other jobs and/or opportunities. Even though we had employees that were laid-off through the RIF process, we appreciate the efforts of the administration to hold on to these positions as long as possible, and that when it came time to go through this process there was good conversations between the union and administration about what (if anything) could be done to save these positions. The communication from the Administration to the Union, from the Supervisor of the affected employees was straight forward, clear, empathetic to our employee and sorrow for the loss of our employees from the supervisors.

- Affected Employees were all encouraged to sign up for the Re-Call list, with the hope once we have more students/employees coming to campus, the number of children attending the ELC will increase and we will need these employees to come back to LWTech.
- All 4 ELC members that were recent laid off signed up to be re-called if and when the positions is re-opened
  - 2 that as of 1/25/2021 came back to a Sub On-Call position

Bargaining:
Classified Team: Heidi Davis, Judy Mattson, Michael Dorrain, Florena Gouacide, Cindy Chalmers, Tim Gracie, and Irene Morrison (AFT)
Administration Team: Meena Park, Ruby Hayden, Bruce Riveland, Kathleen Stewart, Vicki Chew, Michael Richmond

We are officially knee deep in bargaining; the Union Team & Administration team meet weekly on Fridays. In the past it was traditional to use IBB (Interest Based Bargaining) practices, for this bargaining term the group decided to use Intentional Bargaining Practice. Since most of the Classified team is new to bargaining, we wanted to use a process that seemed a little more natural and collaborative. This process is as a group we identify the issue, we identify any concerns, and talk about possible solutions prior to writing up a possible solution.

In addition to the main Bargaining Team the administration graciously agreed to have two (2) of their team members (Bruce and Ruby) join force with two (2) of our members (Heidi and Michael D) to create a sidebar team that will meet on a weekly basis to review housekeeping items such as language issues, formatting and anything else that will not change the intent and or content of the contract. This group will be bringing edits and changes back to the Main group for final approval.

We have met twice this year, and so far as a group we have identified all the topics/articles that we are bargaining, we have successfully came to a Tentative Agreement on one of the bargaining topics with another one in the works that we hope to have resolved and a Tentative agreement on very soon. I would contribute
the success of already reaching one (1) Tentative agreement, 1) to the process that we are using, which has allowed for good dialog between the two sides. Which has allowed for us to really hear and understand the concerns so that we can work together to figure out how to best resolve the issues in a fair and equitable way for all. 2) to the Collaborative process, and the administration working to understand the actual issues at hand by asking questions to clarify what was heard/said, and acknowledging they are hearing what we are saying. In addition to some of the issue for the administrations side being in line with issues from the union says to us our concerns are being heard and not just now, but throughout other times. 3) to both groups being receptive and open minded to thinking outside of the box, in order to come to a resolution that is equitable and fair to all.

- One (1) Tentative Agreement
- One (1) in process
- Sidebar group review through Article 10

**Other News:**
During the First and second week of January the E-board president, Heidi Davis was able to join Dr. Morrison, Faculty Union representatives Andrea Westman & Greg Bem, ASG president, and the BOT chair, Anne Hamilton to talk about how grateful we are that the proposed Capital budget would include our new Center of Design building, but on the proposed operating budget was discouraging and we needed to protect our employees and be able to be creative with any budget cuts that may need to happen, that removing the COLA from our exempt employees now, and from Faculty and Classified members for the next two years in addition to furlough days, is not the way to solve the issue, that we need to keep our employees, as we need to be ready to support our students during the recovery of this pandemic.

Lastly, we want to Thank our Leadership and the Administration for all your support and hard work during this time. The work you are doing doesn’t go unnoticed and is appreciated.

The Classified E-Board (Heidi Davis - President, Tara Wend-Barbour - Vice President, Judy Mattson - Interim Treasurer, Florena Gouacide - Secretary, Cindy Chalmers - Member at Large, Tamie Berti – Member at Large

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**By the Numbers PER 12/2020 HR Report**

<table>
<thead>
<tr>
<th>Description</th>
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Executive Cabinet Report to Board of Trustees

Board Meeting Date: February 8, 2021
Submitted by: Leslie Shattuck
Department: Communications and Marketing

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 3: Build community connections for the College.

College Outreach Activities
The Communications and Marketing team (team) spent January supporting several departments across the college. The following is an update of the top-level projects they worked on during those months. At the time of this report, there are currently 67 active projects in the department.

Public Relations
The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college. The team is currently working on pitches/stories about:

1. Transforming Lives Nominee
2. Community Partnership Program
3. Annual Research Symposium
4. 2021 All WA Academic Team
5. COVID Campus Zero – One Year Later

Media Coverage:
425 Magazine – Q & A: Kristina Hudson (LWTech sitting on the OneRedmond Board)
The Suburban Times – State Board Awards Colleges Nearly $5 million in CARES Act Funding
Statesville.com – Community Colleges Whose Graduates Earn the Most Money (LWTech is #36)
Engineering Programs 2018 BlogSpot - Community Colleges Whose Graduates Earn the Most Money (LWTech is #36)
NewsWeek.com – Community Colleges Whose Graduates Earn the Most Money (LWTech is #36)
TampaBayNewswire.com – Six Easiest Universities to Get Into in the USA
CollegeCandy.com – Shortage of Trade Jobs

**Social Media**
The team conducted social media outreach which included posts on Instagram, Facebook, Twitter and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted Winter Quarter registration, student features and information sessions, LIVE bakery tours with Admissions/Outreach, campus closures and much more.

**Website and Social Media Analytics**
The following is the overview of website and social media analytics for December:

**Website Highlights, December**

- Overall traffic in December was down by 13%, with 8% less users. Pageviews were also down by 9%. Compared to the same time in 2019, traffic was up by 61%, with 105% more users, and 25% more pageviews. Decrease in December from November is on trend with past years, since fall quarter typically ends by end of second week in December and due to the winter holidays. Year-over-year traffic is expected to be up due to the college operating remotely, increasing users' demand for the website. Registration also continued to be open, contributing to increase in visits.

- Current Students at LWTech was the top most visited page outside of the homepage and the Class Schedule was the second most popular page. Of the academic program pages, Nursing and Dental Hygiene remained in the top two spots, with Nursing Advising jumping into the third.

- Visits to the International program page were also up by 3%.

- Visits from social media were up by 28% from last month, and down by 44% from the same time last year. Visit from search were down by 7% from November, but up by 20% from 2019.

- The most visited day was Wednesday, December 9 with 5,321 visits. The least visited day was Friday, December 25 with 2,045 visits.

**Social Media Highlights, December**

- Audience reach in December grew by 0.8% from November, with reach growing by 151 users overall. Compared to 2019, it was up by 7%. Social reach grew across all platforms, with largest gains by 60 new followers on Facebook, 73 on LinkedIn, and 13 on Instagram.

- Overall engagement was down by 23% from last month but up by 28% from the same period in 2019. Impressions were also down by 27% from November, and down by 36% from the same time in 2019 across all platforms. This can be attributed with lower number of posting due to the December holidays.
On Facebook, the most popular post in December was the Machining Lab live tour video to promote the Machining program, while on Instagram and LinkedIn a #FlashbackFriday of Governor’s visit with photos was the most popular. On YouTube the Assessment Center how-to video had the most views and on Twitter the Adult Basic Education post received most engagement.

**Equity, Diversity, and Inclusion Work**
The team continued its work to promote equity, diversity and inclusion at the college, and the work to dismantle systemic racism at the college. The team participated in the college-wide professional development training. The team continued to update The Black Lives Matter page on the website and the Diversity page on the website.

**Other Departmental Activities/Highlights**

**Website**
The team created several new landing pages, including the LWTech Leg Minute landing page for legislative advocacy. Additionally, the team continued to refresh the homepage, and updated several program pages.

**Transformations Magazine**
The continued its work on the 2021 issue of Transformations magazine, which will be out during Winter quarter 2021.

**President’s Office Support**
The team provided communications support to the President’s office.

**Student and Staff Stories**
The team continued to identify and interview students, faculty, and alumni for a variety of outreach purposes, including PR outreach, printed and online materials.

**Foundation Support**
The team continued to support the work of the Foundation.

**Videos**
The team created several videos to promote programs and the college, including live tours and Instagram and Facebook stories.

**Outreach Support**
The team worked closely with the Outreach team to support their recruitment activities. Together, the two teams worked with Instruction to promotes specific programs for Winter quarter and preparation for the virtual Open House later this Spring.

**Key conferences and events**
Members of the team continue their equity, diversity, and inclusion, and antiracism professional development work.

**Digisign Updates**
The team continued to update on-campus digisign monitors, including making sure they are viewable on the website.

**Programs and Department Support**
The team worked on several marketing projects for various programs throughout the college. These included brochures, banners, and flyers, just to name a few.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: February 8, 2021
Submitted by: Elisabeth Sorensen
Department: Foundation

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion

The Foundation began discussions with Robert Britten, LWTech Executive Director of LWTech Equity, Diversity and Inclusion, on strategies to utilize the recent Eva Gordon Estate gift to close student equity and achievement gaps on campus.

☒ Support the college leading up to and through LionsLink implementation

The Foundation is pleased to dedicate $6,000 from Foundation college hospitality accounts to support a gift card recognition program for LWTech employees with heavy responsibilities related to ctc Link implementation. The gift card recognition program is in lieu of on-campus ctc Link recognition and educational events that are not safe/viable to host as a result of the pandemic.

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support

Donors Ed and Pam Belcher made a generous gift of $50,000 to The Key Scholarship Fund.

New gifts to Bright Futures Benefit WEEK made during the month of December 2020 raised fundraising total for Bright Futures Benefit WEEK to a record setting $334,964.08.

The LWTech Foundation’s Spring 2021 Scholarship Application Cycle closes on Thursday, February 4, 2021. The Foundation will award over $200,000 in scholarships to hardworking, highly motivated students during this scholarship cycle.
Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development

The Foundation received a grant in the amount of $5,000 from The Bradley Family Foundation for 1:1 tutoring for students with disabilities. This is the third year in a row that the LWTech Foundation has received grant funding from The Bradley Family Foundation. This year, The Bradley Family Foundation has significantly reduced the size of its grants due to the impact of COVID-19. In previous years, The Bradley Family Foundation awarded annual grants of $25,000 to LWTech Foundation.

The Foundation funded 8 new Dell laptop computers for a laptop lending program for students managed by the Library Learning Commons. This purchase was made possible via a $5,000 grant from Tableau Software secured by the LWTech Foundation in 2020.

Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development

The Foundation is pleased to fund registration for eleven faculty to attend the Teaching English to Speakers of Other Languages (TESOL) online conference.

Board Goal 3: Build community connections for the College.

College Outreach Activities
Elisabeth Sorensen participated in the Greater Kirkland Chamber of Commerce Annual Retreat via zoom on Friday, January 29.

Other Departmental Activities/Highlights

On Friday, January 15, the LWTech Foundation celebrated Diane Haelsig’s many years of leadership and generosity to the LWTech Foundation Board of Directors. Diane is rotating off the board for a period of one year per the LWTech Foundation’s bylaws.

The Foundation also thanked outgoing board treasurer John Feistner and welcomed Walt Krueger as the Foundation’s new treasurer.

Foundation Board Leadership for the 2021 calendar year is as follows:

President: Clara Hollin
Vice President: Bill Shelby
Secretary: Dr. Dan Frost
Treasurer: Walt Krueger
Breakfast Chair: Diane Toomey
Executive Cabinet Report to Board of Trustees

Board Meeting Date: February 8, 2021
Submitted by: Meena Park
Department: Human Resources/Payroll

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights" at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Support and Approve the Mission Fulfillment Plan Development (formerly called the Strategic Plan)
  • With Cabinet approval of the HR/Payroll Department Strategic plan, HR/Payroll will focus on recruitment and retention of diverse faculty and staff that mirror our student body and reflect the surrounding county demographics.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
  • HR in collaboration with Isaac Robinson, Purchasing Manager and the Leadership Team Chair, will be meeting to discuss topics for the quarterly Leadership Team meeting. The agenda will include continuing anti-racism training and discussions for supervisors as they support their employees during this difficult time.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
  • After a lengthy hiatus due to COVID, HR has resumed the review and overhaul of Policy Chapters 2 (General Operations) and 3 (Personnel). After College Council review, the updated policies will be presented to the Board for first reading.

☒ Support the college leading up to and through LionsLink implementation
  • As Pillar Leads and Subject Matter Experts, the HR and Payroll departments continue to attend and participate in LionsLink implementation initiatives and training including Global Design Adoption, Future State Design, and Error Reporting clean up.
Board Goal 3: Build community connections for the College.

Key conferences and events

Meena Park continues to participate in bi-monthly HRMC and OFM HR Directors Zoom meetings.

On February 4 & 5, Meena Park will attend the Quarterly HRMC Zoom meeting. Agenda items include Americans with Disabilities Act, Reasonable Accommodations, COVID update, and Part-time Hourly rules.

Other Departmental Activities/Highlights

- The faculty bargaining session has concluded. Both parties are in the process of finalizing Tentative Agreements and will await ratification from the union prior to presenting to the Board for approval.
- Classified bargaining is on-going, collaborative and productive. Bargaining is scheduled for Friday afternoons.
- Payroll
  - Sick Leave Buyout emails have been issued to qualifying employees with a February 1 due date.
Executive Cabinet Report to Board of Trustees

Board Meeting Date:  
Submitted by:  
Department:

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
   ECE is launching a dual-language (Spanish and English) program for the initial certificate beginning in Spring quarter.

Other Departmental Activities/Highlights

The Library now offers “curbside” pick up and returns, as well as printing services while the college is in remote operations.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: 2/8/21
Submitted by: Chris McLain
Department: Information Technology

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

- Ensure the College is prepared for retraining demands post-COVID
  Information Technology has begun the process of identifying our needs as a campus to reenter in the fall in a scalable hybrid environment. This includes budgeting to equip our classrooms and meeting spaces for activity where people are both in person and virtual.
- Support the college leading up to and through LionsLink implementation
  LWTech began Gap-Analysis activities in late January. This incredibly time-consuming activity will continue through the end of spring. Project activities will peak from June-December where we will encounter multiple parallel activities across each pillar.
Executive Cabinet Report to Board of Trustees

Board Meeting Date:
Submitted by: Cathy Copeland
Department: Research & Grants

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Support and Approve the Mission Fulfillment Plan Development (formerly called the Strategic Plan)
Moving forward, the team will support development of new metrics related to mission fulfillment. This process will include work from the Institutional Planning & Effectiveness Committee (IPEC) and development of new mission fulfillment metrics. The team will also support development of the mission fulfillment plan in the 2020-21 academic year in addition to assisting with the coordination of departmental-level planning through IPEC.

☒ Evaluate implementation of the College’s current 2017-2020 Strategic Plan
The team supports this work through assessment of the past plan including monitoring of metrics and incorporation of past work into the new Mission Fulfillment Plan.

☒ Evaluate and approve policies that promote anti-racism, equity, diversity, and inclusion, as well as student enrollment, achievement, and completion
The team will continue data projects (such as the 2020 Employee Satisfaction Survey and streamlining access to data such as employee retention) to support the president’s goals.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
Support of retraining demands post-COVID is summarized under Goal 2: Evaluate and support resource development initiatives.

☒ Ensure the College is prepared for retraining demands post-COVID
Support of retraining demands post-COVID is summarized under Goal 2: Evaluate and support resource development initiatives.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
The team will continue data projects (such as the 2020 Employee Satisfaction Survey and streamlining access to data such as employee retention) to support the president’s goals.

☒ Use data to assess the effectiveness of policies
The Research & Grants team supports this work through dashboard development and assessment. The primary on-campus tool for college faculty and staff is Tableau Community.
Dashboards. Other current data projects include winter reporting for Integrated Postsecondary Education Data System (IPEDS).

Support the college leading up to and through LionsLink implementation
The team will serve as reporting leads for the upcoming LionsLink (ctcLink) implementation.

Board Goal 2: Evaluate and support resource development initiatives.

Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development
Grant work necessitates public-private partnerships. All work related to this goal is summarized below.

Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development
National Science Foundation (NSF): LWTech currently leads an Advanced Technical Education (ATE) Coordination Network called AppConnect NW that brings together applied baccalaureate faculty in computer science (DUE 1700629 funded at $866,882). The team is also supporting upcoming applications for student scholarships.

Higher Education Emergency Relief Fund: The team supported two applications for funding developed under the ‘Coronavirus Aid, Relief, and Economic Security’ (CARES) act passed by Congress. This is in addition to coordinating applications and reporting for $1,558,088 under CARES act funding. The team is also support nearly $3.0M in funding available under Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).

- PROFESSIONAL/TECHNICAL PROGRAMS RESTART GRANT: LWTech received $200,000 in funding to support technical programs (e.g. automotive repair) following the COVID-19 pandemic. The purpose of this grant is to support the reestablishment of professional and technical programs that were disrupted due to COVID-19 and to provide alternative and innovative methods of ensuring that career pathways are available to aid economic recovery in the state of Washington. Proposals will help workers succeed in a post-pandemic economy.

- Institutional Resilience and Expanded Postsecondary Opportunity Grants Program (IREPO): LWTech – in a collaboration with the four other technical colleges in WA – submitted a request for $3,000,000 to support financial aid and remote education in technical education programs.

Ongoing Grant Support
The team continues to support current grant programs such as the Hospital Employee Education and Training (HEET) grant to expand and further incorporate simulation in the nursing curriculum and ongoing work to develop flipped classrooms through College Spark.

Board Goal 3: Build community connections for the College.

Key conferences and events
LWTech received an invitation to present at the annual League for Innovation (virtual) conference in the first week of March. The presentation will focus on LWTech’s Guided Self Placement process in which students The team will be attending the upcoming Research and Planning Commission (RPC) meeting.
**Actively participate and engage in community activities**

The team participated in campus events including all-staff meetings and in-service professional development training sessions. The team continues to offer Tableau Community Dashboard trainings.

**Other Departmental Activities/Highlights**

The team continues work with the Applied Research Committee, and working with the Research Course Development subcommittee to develop criteria/curriculum for a new undergraduate applied research course. The team also supported the hiring committee for the new software developer position.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: February 8, 2021
Submitted by: Ruby Hayden
Department: Student Services

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2020-21 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☑ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
  • Vice President Hayden recently attended a session on “Leading with Racial Equity” with trainers from the Puget Sound Educational Service District.

☑ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
  • Based on recommendations from the Bias Response Team, Student Programs Director Sheila Walton and Student Development Director Katie Peacock and working on a student friendly brochure that describes the student conduct process.
  • The Support for Justice Involved taskforce led by Vice President Hayden is nearing completion of a webpage focused on supporting this population.

☑ Support the college leading up to and through LionsLink implementation
  • Student Services was engaged in 2.5 days of Business Process Fit Gap sessions in January and will be participating in more over the rest of the year.
  • Vice President Hayden remains engaged in the statewide ctcLink Steering Committee and uses her voice on this group to advocate for ensuring accessibility, improving training, and minimizing disruptions to college staff and students.

Board Goal 3: Build community connections for the College.

☑ College Outreach Activities
  • Through our partnership with Employment Security, an email notification to unemployed workers resulted in over 550 people registering for the most recent event and over 220
attending. Strengthening our partnership with other colleges has been a true highlight of this pandemic.

Other Departmental Activities/Highlights

• WorkFirst Coordinator Kaytlyn Hoch recently represented LWTech and the WorkFirst program in a recent interview that was captured on YouTube. Kaytlyn spoke with Mitchell Nevi, a Job Readiness Coach at Career Path Services. The video will provide information to parents in the Growing Personal Skills workshop.
  https://youtu.be/Glid92iLbqY
Adoption of Land Acknowledgement, Board of Trustees

Request for Approval

Situation

In December, the Board of Trustees was presented with the Land Acknowledgement statement currently adopted by the college and read prior to all-staff meetings and other large group sessions as a means of promoting equity and respect towards the history and culture of the Indigenous first peoples of Seattle, past and present.

Pursuant to this presentation, the trustees have proposed the use of the Land Acknowledgement be adopted by the Board at their regular and special meetings.

The Land Acknowledgement statement reads as follows:

We acknowledge that the LWTech campus is on the traditional land of the first people of Seattle, past and present, and we honor with gratitude the land itself, and the Coast Salish, Stillaguamish, Snoqualmie, Muckleshoot and Duwamish tribes. We acknowledge these tribes by showing respect, and take an intentional step toward correcting the stories and practices that erase Indigenous people’s history and culture, and toward inviting and honoring the truth.

Recommendation

That the Board of Trustees adopt the proposed Land Acknowledgement statement for use prior to Board of Trustees meetings.
Lake Washington Institute of Technology
Temporary Lift of Vacation Accrual Limit

Request for Approval

**Situation**

In response to the COVID pandemic, Governor Inslee issued Proclamation 20-43 which allows Classified employees (Administrative Support and IUOE) to maintain vacation time of balances in excess of 240 hours. This Proclamation is due to expire on January 19, 2021. The College anticipates the impacts of the COVID pandemic will extend well past the January 19, 2021 expiration date. Additionally, we recognize it also impacts Exempt employees. With the expiration of LWTech COVID leave and the Family First Coronavirus Response Act, the ability to bank excess vacation hours will allow employees to use this time for COVID related absences, accrue for a true post-pandemic vacation, donate to LWTech’s Emergency Shared Leave pool, as well as addressing the ctcLink implementation workload.

**Recommendation**

As a temporary measure in response to the unprecedented COVID-19 pandemic, it is recommended that the Board of Trustees temporarily waive the Vacation Accrual Limit for employees as follows:

1. Until further notice, at earliest December 31, 2022, there will be no limit on how much vacation leave Classified (Administrative Support and IUOE) and Exempt staff accrue.
2. Supervisor approval to accrue beyond 240 vacation hours will be waived.
3. Employees leaving LWTech to work for another state employer are entitled to have their vacation leave transferred to the succeeding state office, institution or department. If the gaining state employer limits how much vacation leave can be transferred, the College will cash out the difference between this amount and the employee’s accrued vacation balance (up to 240 hours).
4. At separation from LWTech, vacation leave cash out will be limited to a maximum of 240 hours.
5. In the event of a state mandated furlough, vacation hours cannot be used.

The proposed policy is before you for first reading and with consideration final approval.
Lake Washington Institute of Technology
Draft Mission Fulfillment Plan
First Read

**Situation**
The President and Executive Cabinet determined that a three-year strategic plan/mission fulfillment plan was needed in order to focus on post-COVID-19 opportunities for economic recovery, anti-racism efforts at the college, and to stay in alignment with the college’s accreditation cycle. The college developed the 2020-2023 strategic plan with significant input from college stakeholders and constituents. The draft plan was shared throughout the college multiple times resulting in a plan that reflected feedback from the college community.

**Recommendation**
That the Board of Trustees review and provide feedback on the attached Lake Washington Institute of Technology 2020-2023 Mission Fulfillment Plan.
Mission Fulfillment Plan 2020-2023

**Strategic Vision** In partnership with the Washington State Board for Community and Technical Colleges (SBCTC), Lake Washington Institute of Technology (LWTech) is guided by SBCTC’s strategic vision:

> Leading with racial equity, our colleges maximize student potential and transform lives within a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.

**Mission** Grounded in equity and the need for resilience, the mission guides our overall direction as a college:

To prepare students for today’s careers and tomorrow’s opportunities

**Vision** Grounded in equity and the need for resilience, the vision inspires how we see ourselves in the future:

To be the college of choice for workforce education

**Core Values** Grounded in equity and the need for resilience, the values give us the tools to implement our mission and vision:

- **Inclusive**: We intentionally create a welcoming environment where all feel a sense of belonging.
- **Innovative**: We are leaders in maximizing opportunities to create a thriving college community.
- **Collaborative**: We are open to change and work together to achieve success for all.
- **Respectful**: We engage others with acceptance, open-mindedness, courtesy, and care.

**Core Themes** Grounded in equity and the need for resilience, the core themes are the pillars supporting the mission and provide long term objectives (7 years aligned with accreditation review cycles) for the college:

- **Pathways**: LWTech is accessible to the community by providing multiple entrance points and educational pathways. The college is a conduit for students to upgrade their skills, transition into new careers, or further their education and training.
- **Student Achievement**: At LWTech, students gain the skills and knowledge needed to achieve their educational goals and to participate in the workforce.
- **External Engagement**: LWTech forms partnerships with governmental and community organizations, educational institutions, business, and labor in order to effectively support the Institution’s mission.
- **College Community**: LWTech provides a safe, supported and engaging learning environment for students and work environment for faculty and staff.

**Mission Fulfillment Planning Goals** Grounded in equity and the need for resilience, the planning goals are the short term (3-4 years), action focused goals aligned with the Core Themes (formerly called strategic planning goals):

- **Goal 1**: Address and dismantle structural racism (CT: Student Achievement, College Community)
- **Goal 2**: Continue implementation of Guided Pathways (CT: Pathways, Student Achievement)
- **Goal 3**: Position the college as a leader in workforce training for the state’s short-term and long-term economic recovery (CT: Pathways, College Community, External Engagement)